

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512  
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Emergency Board Meeting of Wednesday, March 18, 2020

CALL TO ORDER

The emergency meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stack on Wednesday, March 18, 2020, at 6:01 p.m. in Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois, remote dial in via phone, and WebEx.

Member Kelley led the Pledge of Allegiance.

ROLL CALL

Present: Members Pat Stack, Bill Kelley, Nancy Robb, Greg Dowell (phone), Diane Hill (phone), Herb Johnson (phone), Walt Mundt, and Student Member David Santafe-Zambrano (phone).

Absent: None.

Also present: Dr. Avis Proctor, President; Dr. Ron Ally, Executive Vice President; Mike Barzacchini (phone), Director Marketing Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter (phone), Controller; Laura Brown, Chief Advancement Officer; Dr. Maria Coons, Interim Provost; Jeff Julian, Interim Chief of Staff/Board Liaison; Darryl Knight (phone), Executive Director Facilities Management; Dr. Claudia Mercado (phone), Interim Vice President of Diversity, Equity and Inclusion; Dr. Mark Mrozinski (phone), Assistant Vice President of Workforce Development and Executive Dean Community Education; Sheryl Otto (phone), Assistant Provost and Dean of Student Development; Bob Parzy (phone), Interim Assistant Provost of Enrollment Services; Kim Pohl (phone), Interim Director of Communications; Darlene Schlenbecker (phone), Interim Vice President of Institutional Planning and Strategic Alliances; Michelé Smith (phone), Vice President of Workforce Solutions; Dr. Kathy Bruce (phone), Interim Associate Provost; Orlando Cabrera, Technical Support Specialist; Dr. Kim Chavis (phone), Dean Health Careers; Dr. Mary Kay Harton (phone), Dean of Students; Jamie Riewerts (phone), Dean Liberal Arts; Lori Eschenbaum, Administrative Coordinator; Meg Coney, Administrative Coordinator; Rick Kellerman, IT Network Specialist.

Guests: Phil Gerner (phone), Robbins Schwartz.

AGENDA APPROVAL

Member Kelley moved, Member Mundt seconded, approval of the Agenda.

Ayes: Members Stack, Kelley, Robb, Dowell, Hill Johnson, and Mundt.

Nays: None.

Motion carried. Student Member Santafe-Zambrano advisory vote: aye.

PUBLIC COMMENTS

There were no public comments.

UPDATE ON COLLEGE'S  
RESPONSE EFFORTS  
TO CORONAVIRUS  
(COVID-19) PANDEMIC

Chair Stack asked Dr. Proctor to provide an update as to how Harper has responded to the COVID-19 pandemic.

Dr. Proctor began by sharing Harper College is using a national incident management system framework to guide the College's response to the COVID-19 pandemic. The College is following the guidance of the Center for Disease Control and the Department of Public Health, the United States Department of State, and the World Health Organization. Harper has activated the Emergency Operations Plan and working under the principles of the Incident Command System as well. All decisions related to managing this crisis are kept in daily logs.

As of March 16, 2020, all instruction has converted to flexible or online learning. The Academy for Teaching Excellence is providing virtual support to assist faculty with the conversion of their courses. During this time, the College is adhering to all financial aid requirements. Additionally, advising, counseling, and tutoring services are being offered online.

Teleworking guidelines have been established for staff, and managers have been briefed on the expectations for teleworking. Additionally, the College is working collaboratively with union leaders to address any concerns during this time.

During the past couple of weeks all departments on campus have extended themselves above and beyond their normal jobs. The facilities crews have quickly adapted to requirements in a modified manner. Information technology has exceeded expectations to provide support to transition to an online working and learning environment. The police department is providing the highest level of safety and security during these times. The Strategic Planning and Accountability Committee continues to work on developing goal statements. The institutional research staff continue to remain on schedule with reporting deadlines. At this time the College is working on providing the Higher Learning Commission an update on how the College is adjusting operations while continuing to provide a quality education. The workforce solutions area has moved all functions remotely and looking at how to offer continuing education in a virtual manner. Communications and marketing have set up the additional web pages to communicate to both staff and students during the pandemic. Employees and students can submit questions or concerns specific to the health and safety at Harper from the website. Regular communications are being sent to staff and students that provide updated information about resources, support, and any

changes. All critical financial business is being performed remotely. The implementation of the new ERP system is moving forward although the impact of the project timeline is currently not known. Weekly reports monitoring cost are being submitted to ICCB.

Trustees commended Dr. Proctor on her leadership during this crisis.

Dr. Proctor continued by sharing the Provost and Executive Vice President of Finance and Administrative Services finalists have been recommended and the search process will now continue virtually.

In response to Member Mundt, Dr. Coons stated the Academy for Teaching Excellence has met with 269 faculty and 129 have elected to use the standardized shell to teach online in Blackboard. The deans are reaching out to faculty to find out how many are fully online versus delivering classes using flexible learning. There are 2,150 active classes at this time, 1,502 are face-to-face and this includes clinicals and lab classes. There are 1,096 classes that are solely classroom based. Faculty have been asked to be ready to be fully online by April 13, 2020, in case the balance of the semester needs to be delivered online.

In response to Chair Stack, Dr. Coons reported clinicals have been suspended as of March 13, 2020. The hope is for the students to be able to complete their clinicals hours that are required by licensure and accreditation requirements by the end of the semester. Some faculty are being creative for lab work by filming the labs and placing them on Blackboard. All lab classes meet the IAI requirement for transfer as 50% of lab work had been completed before the move to flexible or online learning.

In response to Member Johnson, Dr. Proctor indicated employees are using a VPN to handle the financial matters of the College and asked Patrick Bauer to further explain. Mr. Bauer stated the VPN is encrypted and there is additional security in place to protect the College.

In response to Member Mundt, Mr. Bauer stated the College is not having bandwidth issues although some vendors like WebEx are seeing issues related to bandwidth. Blackboard has tripled their bandwidth to support colleges.

In response to Student Member Santafe-Zambrano, Dr. Proctor shared a survey will be sent to all students asking for feedback in order for the College to understand what students are experiencing and be in a position to respond to the needs that are emerging. Additionally, the College is trying to find ways to support students both academically and non-academically.

In response to Chair Stack, Dr. Proctor indicated that the College has not made a decision about graduation and is continuing to gather information to be able to make a decision about how to move forward.

In response to Member Kelley, Dr. Proctor shared the College and faculty are using all forms of communications (posting to the web site, texting, email, etc.) to ensure students are aware of resources available to them and what is required for their classes. The College continues to refine and define the new ways to communicate with students to support their needs during this time. Additionally, the window to withdraw from a class has been extended and deadlines for tuition payments are under review.

Dr. Coons added if a student is considering withdrawing, the College is doing everything to help that student and identify resources that can help them continue. Faculty are also being asked to connect personally with their students. Lastly, students can receive help by either phoning a hotline or sending a message to the College via the website. There are designated individuals to respond to students' needs.

In response to Chair Stack, Dr. Proctor shared the College is doing what they can to connect students with employees during this volatile time. Additionally, the College is experiencing a loss of revenue due to the closing of the Early Childhood Laboratory School Center, cancellations of continuing education classes, and cancellations of conferences that were to be held on campus.

In response to Member Mundt, Dr. Proctor stated we are complying with all guidelines to ensure students' financial aid is not affected.

In response to Member Johnson, Dr. Proctor shared students are receiving communications about available assistance programs and resources.

In response to Student Member Santafe-Zambrano, Dr. Proctor empathized about the cancellation of all study abroad programs and indicated she would follow up on how the cancellations were communicated to students.

Dr. Proctor concluded by thanking the Incident Command team and all those involved in supporting the transition to flexible learning and staff working from home.

#### NEW BUSINESS

Exhibit XI-A: Authorization  
for Personnel  
Appointments, Payment of

Member Robb motioned, Member Kelley seconded, to authorize Dr. Proctor, or her delegate, to appoint personnel, pay vouchers, and approve purchases through May 31, 2020, in the event the Board does not meet during this time period due to the global Coronavirus (COVID-19) pandemic, as outlined in Exhibit XI-A.

Vouchers, and Requests to Purchase

Upon roll call, the vote was as follows:

Ayes: Members Stack, Kelley, Robb, Dowell, Hill, Johnson, and Mundt.

Nays: None.

Motion carried. Student Member Santafe-Zambrano advisory vote: aye.

ADJOURNMENT

Member Kelley moved, Member Mundt seconded, to adjourn the meeting.

In a voice vote, the motion carried at 6:59 p.m.

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Chair

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Secretary